

**5 September 1997**

**Personnel**



**AFRC SERVICES (SV) UNIQUE AWARDS  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRPD 36-28, *Awards and Decorations Programs*, and AFRC Instruction 36-2801, *AFRC Awards Program*. Provides overall guidance on the Readiness in Base Services (RIBS) area.

**SUMMARY OF REVISIONS**

This revision changes the categories for AFRC Services unique awards. Individual reserve officers and enlisted members are now eligible to compete for Services awards at the Air Force level. A | indicates revision from previous edition.

**1. General.** The Air Force Reserve Services (SV) Unique Awards Program recognizes one Prime RIBS unit and one air reserve technician (ART) annually for outstanding contributions to the AFRC Services Prime RIBS program.

**2. Responsibilities:**

2.1. MAJCOM/SV:

- 2.1.1. Establishes awards program.
- 2.1.2. Submits nomination to AFRC/CV for approval.

2.2. MAJCOM/SVP:

- 2.2.1. Establishes an ad-hoc evaluation committee.
- 2.2.2. Publishes and releases criteria for all evaluations.
- 2.2.3. Orders recognition awards for winners.

2.2.4. Requests AFRC/PA make a public announcement of award winners.

2.3. Installation Support Group Commanders, Mission Support Flight/Squadron Commanders, and Services Flight Commanders:

2.3.1. Nominate one individual/unit per installation.

2.3.2. Officially recognize the MAJCOM winners.

**3. Nomination Procedures and Criteria:** The Services Flight Commander at AFRC installations and the Mission Support Flight/Squadron Commander at tenant locations may nominate their Prime RIBS unit and Services ART for recognition. Use AF Form 1206, **Nomination for Award**, not to exceed two typed pages in length. Use page two of the electronic form for the second page. Use bullet statements with no elaborate wording. Write each accomplishment as a single bullet, followed by supporting double bullet impact statements. Each impact statement should show benefits to the mission and be supportable and quantifiable in nature. The award year is based on the calendar year. Send nominations to HQ AFRC/SV, 155 2nd Street, Robins AFB GA 31098-1635 no later than 15 March. The installation commander at AFRC bases and the wing commander at tenant locations signs the nominations.

#### **4. Selection Process:**

4.1. HQ AFRC/SVP appoints the awards evaluation committee. The committee evaluates nominations and makes selections based on the following areas:

4.1.1. Contributions to the United States Air Force Reserve.

4.1.2. Readiness accomplishments.

4.1.3. Contributions to Community/Humanity.

4.1.4. Other Significant Accomplishments.

**5. Presentation of Awards:** Present awards at an appropriate base level ceremony.

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